

Office Administrative Assistant

Part-time 22-28 hours per week:

Typically Monday through Thursday, 9:00 a.m. to 3:30 p.m.,
Friday, 9:00 a.m. to 12:00 p.m.

General Responsibilities: The Office Administrative Assistant is responsible for all administrative and organizational tasks to support the Director of Church Administration, Director of Adult Ministries, and the Senior Pastor.

Specific Responsibilities:

Administrative and Front Desk Support:

- Answer phone and email inquiries or direct to appropriate Director for attention
- Serve as a representative of the congregation and resource to visitors and potential new members
- Create, maintain and distribute attendance and registration logs regarding Sunday School for monthly reporting to Council

Telephone:

- Answer all incoming calls to KOG
- Direct all incoming calls to the appropriate staff member(s)
- Monitor and react to all calls left on the switchboard voice mailbox outside working hours
- Make all changes to outbound messages as needed
- Ensure that there is a live voice to answer the phone at all times during regular working hours.
- Train new team members on the use of the phone system

Events/Calendar:

- Support the KOG business process of scheduling and communicating events. Review the website, email communications, and calendars and work in coordination with all staff and lay leaders to ensure they are aligned.
- Enter room assignments for scheduled committee meetings, events, etc. into Event-U and Calendar, send meeting reminders.
- Schedule and assign Zoom lines for KOG Ministries.
- Maintain Zoom line passwords and communicate changes to Zoom Hosts.

Greeting Visitors:

- Monitor Atrium and West door access. Greet visitors via intercom
- Greet and direct visitors and vendors at reception desk
- Contact KOG staff members to alert them of the arrival of guests

Mail:

- Use postage machine to stamp all outbound mail each day
- Ensure mail is in outside mailbox prior to pick-up time
- Retrieve and distribute all incoming mail
- Maintain Postage Usage Log

- Download postage as necessary to keep appropriate balance on Pitney Bowes Machine
- Order all supplies for the Pitney Bowes postage machine

Office Equipment:

- Monitor toner cartridge levels. Order and replace as needed.
- Complete and distribute copy count reports for both Xerox copiers

Supply Ordering:

- Maintain sufficient levels of and order all supplies for the KoG office from approved suppliers.
- Maintain sufficient levels of paper for all printing and copying. Place all orders to maintain those levels.

Miscellaneous:

- CONFIDENTIAL - Communicate prayer concerns to pastoral staff as needed.

Adult Ministries Support:

- Support Adult Ministry, including copies, supplies, room set up, and tasks as needed
- Support the New Member class by producing class handouts, name tags, certificates, etc.
- Schedule Zoom links for small group meetings and Sunday School on-line classes. Send links and reminders for upcoming scheduled events.
- Maintain new member records in Shelby V5 and learn new church management system upon installation.
- Send/email first-time guest communications – email, letters, invitations in consultation with the Adult Ministries Director
- Communicate attendance & prospect data to staff via weekly attendance report.
- Coordinate catering orders, décor, and other tasks as needed.

Director of Church Administration and Senior Pastor Support:

- TBA

Requirements:

- Proficiency in Microsoft Office (Word, Excel, PowerPoint), email, and Zoom.
- Ability to work with private and confidential matters
- Ability to work independently without close supervision
- Ability to continually prioritize assignments with a strong sense of time management and work efficiency
- Ability to work as a team member
- Ability to communicate effectively and efficiently
- Detail-oriented
- Flexible, resourceful, and organized
- Ability to work with Constant Contact
- Experience with, or ability to learn church management database system (ChMS)

Reporting Structure: Office Administrative Assistant reports to Director of Church Administration and Director of Adult Ministries